

DDI NOTICE
No. 20-115

DDI Notice 20-115
25 September 1974

DDI ADVANCEMENT OPPORTUNITIES PROGRAM (AOP)

1. Over the years many employees in lower graded positions have moved into the professional track as a result of their own efforts and those of individual supervisors and managers. Some Offices in the Intelligence Directorate have had procedures to accomplish this; others have been less formal. It is my belief that there are still employees in clerical and technical positions in the Intelligence Directorate who have the potential of performing well in professional positions. Accordingly, I intend to establish a Directorate-wide effort, called the Advancement Opportunities Program (AOP), to broaden the base of professional positions open to clerical and technical employees and to assist the Offices in coordinating and planning related efforts. Effective with this notice I am establishing a pilot AOP in order to gain experience and perfect procedures for more permanent arrangements. This program will only accommodate a small percentage of clerical and technical employees.

2. The objective of the AOP is to identify those employees who have the interest, aptitude, potential, and motivation for advancement into professional assignments within the Directorate and to place them in professional assignments appropriate to their interests and educational background.

3. Most of the professional positions in the Directorate are directly related to analysis and reporting and require interest and abilities in research, analysis, and writing. However, there are other professional positions that do not require these same skills. Office heads will designate which positions are earmarked for this program.

4. Selection of applicants depends in part on the individual's expressed willingness to put forth the effort to acquire the skills or education necessary. (See TAB B for descriptions and qualifications of positions available in this program.)

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5. The key features of the pilot program are:

- a. Clericals in grades GS-06 and above, with at least four years of Agency experience, are invited to apply.
- b. Five to ten applicants will be selected to participate.
- c. Those selected will be given the necessary training to compete with other professionals in similar positions.
- d. Periodic evaluations of performance for each person selected for the program will be required to determine if the individual is making sufficient progress to continue in the program.
- e. The DDI Management Staff will monitor the program. This pilot running will be evaluated after one year.

6. The AOP will function as follows:

- a. Interested employees will take the initiative by completing an application form (attached at TAB A) and sending it to their component's Personnel Officer.
- b. Upon receipt of application the following sequence of events will occur:
 - (1) Applicants will be interviewed by an appropriate Office career service officer.
 - (2) Designated Office career service officers will discuss the application with the applicant's supervisor.
 - (3) Applicants will be evaluated on the basis of performance, experience, and potential.
 - (4) Applicants will be advised of their preliminary selection for participation or of the reason they have not been selected.

(5) Those selected will be scheduled for appropriate testing and evaluation by the Psychological Services Staff (PSS), Office of Medical Services.

(6) The head of each career service panel will nominate to the Directorate Career Service Board those individuals judged to have the potential to perform effectively in one of the professional positions in the attachment.

c. The DDI Management Staff will prepare the agenda for the Directorate Career Service Board meeting.

d. The Board will review all candidates. Final approval will be by the DDI.

e. The individual selected will be placed in a professional position in the gaining Office as soon as an appropriate vacancy arises. Even if no such vacancy becomes available immediately, the individual will be placed in a professional position within sixty days after being accepted into the AOP.

f. A trial period of twelve months will be established for each individual. However, if extensive training is required, a longer period may be requested from the DDI Management Staff. A Letter of Instruction will be prepared representing agreement between the individual and the supervisor on what will constitute successful performance in the position. Each individual will be given day-to-day guidance and supervision with formal discussions on progress at three-month intervals. A written report will be submitted to the DDI Management Staff at six-month intervals. At the end of the twelve-month period, the Office Director will determine if the individual is making sufficient progress to continue and make the appropriate recommendations to the Directorate Career Service Board.

g. If it is determined the individual is not making sufficient progress to indicate success in the new field, the individual will be

reassigned to another position without penalty as to personal grade for having participated in the program. The DDI Management Staff will help in finding an appropriate position.

7. Individuals interested in applying for the AOP should discuss this with their respective supervisors prior to making application. Office Directors and supervisors should encourage those individuals who they feel have the potential to submit applications. Applications should be in the hands of Personnel Officers by 15 November 1974.

STATINTL



EDWARD W. PROCTOR
Deputy Director for Intelligence

Attachments: a/s

ATTACHMENT A

APPLICATION

DDI Advancement Opportunities Program

I. Name _____ DOB _____ EOD _____
Present Position _____ Office _____ Ext _____
Supervisor _____ Ext _____

II. Education

A. Formal education:

B. Are you presently enrolled in a college course? _____

What course? _____ Where? _____

C. Are you willing to continue your education? _____

III. Position applying for _____

Office _____

What experience, if any, have you had which would be useful in this assignment? Please elaborate, using back of application if necessary.

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ATTACHMENT B

Position No. 1 Intel Research Specialist IAS GS-07/08

Job Description:

To analyze, interpret, evaluate, synthesize and report substantive intelligence obtainable from data recorded on all types of photography and imagery-producing materials, aided and supported by the utilization of all-source intelligence materials.

The photo interpreter does more than analyze what is in a single picture. With others of varied training and skills, the PI relates facts he sees in a photograph with other known information and other photos to produce meaningful identifications and to draw logical conclusions. The photo interpreter's assignments involve analysis of man-made objects and natural features from aerial and ground photography and other image sensors. The precision tools that the photo interpreter works with help to make analysis of this imagery an accurate and reliable source of information. The photo interpreter will work within an area of specialization, often as a team member, contributing factual statements and judgments of a given image representation. Imagination and professional expertise are combined to produce data that may well have a bearing on national policy decisions as exemplified in the Cuban crisis of 1962.

Qualifications:

College work or experience or training in photo interpretation, photogrammetry, mapreading, cartography, photography, surveying or urban planning desirable, but not mandatory. The ability to write well and communicate orally is important. Ability to solve problems and complete tasks requiring precision and attention to detail.

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Position No. 2

Visual Info Specialist

OBGI

GS-08

Job Description:

Incumbent is responsible for preparing a wide variety of graphics for use in Agency publications and briefings. Specific duties and responsibilities include the following:

- a. Receive and organize for graphic display data from research analysts representing a variety of disciplines.
- b. Work directly with the analyst to determine specific requirements of the graphic assignment.
- c. Design a finished product for maximum effectiveness following modern visual communication concepts.
- d. Develop and execute a construction plan using a variety of advanced techniques and procedures.
- e. Provide backup support and assistance to a Current Intelligence Graphic support staff member.

Qualifications:

The individual selected must have the ability to work and produce in a wide variety of graphic media including pen, ink, brush, water color, acrylic and oil paints. In addition the incumbent should be able to work effectively and tactfully with analysts at all grade levels and be able to work under pressure to meet short deadlines. Incumbent must be responsive to special training to acquire specific skills.

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Position No. 3

Librarian

OBGI

GS-08

Job Description:

Incumbent performs research for cataloging special subject and series maps and related materials which involves the consultation of various sources for establishing map publishing authorities and determining geographic areas.. Cataloging information is input to the Map Bibliographic Data System.

Analyzes subject content of material to be cataloged with the aid of foreign language dictionaries.

Disseminates incoming foreign source maps and materials for the areas of responsibility; reviews and establishes dissemination policy with geographic area officer.

Maintains an accurate and updated foreign publishers' file with the accepted and correct form of the map publisher for present and future use.

Qualifications:

Individual will be expected to complete additional training in the geographic field (self initiated and Agency sponsored) in order to insure a career potential in OBGI. This includes basic fundamental courses in Geography and Library Science.

Ability to work effectively and tactfully with personnel at all grade levels and disciplines. Ability to work under pressure and meet deadlines.

The ability to read a foreign language will be considered a favorable factor in the selection process.

Position No. 4

Junior Analyst

OCI

GS-08

Job Description:

As assistant to the analyst on the country desk, the incumbent would be responsible for screening and managing the flow of incoming traffic for items of priority interest, aiding in researching selected aspects of the country's domestic and foreign affairs and maintaining reference aids on various topics of interest. Additionally, the incumbent will maintain liaison with counterparts in the Agency and the intelligence community. The experience gained from this work would prepare the incumbent for more senior responsibilities in the division when combined with formal training both within and outside the Agency.

Qualifications:

A knowledge of the structure and functions of the Agency and the intelligence community is necessary. Skill and interest in writing, research and managing large volumes of information are essential. A knowledge of the geographic area and pertinent languages are desirable, but not mandatory.

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Position No. 5

Document Analyst

CRS

GS-09

Job Description:

This position involves the analytical reading of intelligence information reports and publications for the purpose of determining relevance to the information requirements of over 300 Agency and external customers. The incumbent must acquire and maintain a current knowledge of the designations and functions of the customer offices, their expressed intelligence information needs, and day-to-day changes in customer office designations and needs. Also required is a current knowledge of the many and varied procedures governing the Agency's central dissemination activity. Working with a voluminous compilation of customer requirements covering the whole spectrum of subject categories and all areas of the world, plus procedural instructions, the disseminator makes independent judgments about customer needs for each document and indicates dissemination accordingly.

Qualifications:

- a. Ability to read for sustained periods at a proficient or better speed and comprehensive level.
- b. Ability to analyze information, and give logical interpretation to numerous and varied information requirements and make good judgments in determining pertinence of the information to office needs.
- c. A good memory and aptitude for working with many details.
- d. Flexibility and willingness to rotate among specialized reading assignments.
- e. Awareness of current world events.

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Position No. 6 Computer Programmer Trainee CRS GS-07/09

Job Description:

Incumbent to train for subsequent assignment as Digital Computer Programmer. Training program will consist of attending several formal programming courses interspersed with independent study projects and short on-the-job training assignments in various data processing related positions. Candidates should expect to spend 18 to 24 months as a trainee. Continuance in program and term of training dependent on individual achievement and performance.

Subsequent duties as computer programmer will include participating in the design, development and implementation of computer based systems. Advanced programmers lead teams in systems analysis and project development.

Qualifications:

Candidates for this position should:

- a. Have a strong interest in information processing, computing and automation, or data processing.
- b. Have a better-than-average ability in oral and written communications.
- c. Successfully complete the Aptitude Assessment Battery: Programming test.
- d. Show evidence of readiness for sustained training of a technical nature.

Position No. 7

Intel Analyst-General

OPR

GS-08/09

Job Description:

Incumbent will serve as a junior intelligence analyst, specializing in either country studies, transnational intelligence problems, or the application of new methodologies to the analytical process. Job emphasis is on long-term research. Projects take three months or more to complete. Some responsibility to coordinate written work with other Agency offices, and sometimes other intelligence organizations.

Qualifications:

- a. Interest in writing and some skill, though some training will be provided in this area.
- b. Ability to formulate a research plan and modify it according to changed circumstances or need.
- c. Ability to work independently, to schedule research and meet deadlines.
- d. Some special area knowledge or training in use of computers for analytical purposes desirable.

Position No. 8

IO Foreign Doc--Trainee



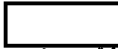
GS-08/09

STATSPEC

Job Description:

In response to standing and ad hoc requirements, reviews foreign-language publications and documents for intelligence information. Selects and translates items of value for in-house publication or for processing by contractual facility. On the basis of foreign area and language knowledge, answers specific translation and information requests levied by other CIA and USIB components. Maintains necessary liaison contact with counterparts in other components.

Qualifications:

A sound understanding of a foreign language is required. College work, or equivalent experience in the humanities or sciences, is desired.  is prepared to support related academic and on-the-job training. Applicants must take the  translation test.

Position No. 9

IO-Internat Econ

OER

GS-09

Job Descriptions:

Serve as a junior intelligence specialist in the International Energy Branch responsible for producing all-source economic intelligence on Free World petroleum production, reserves, shipments, and coordinating such intelligence within the US Government.

Qualifications:

- a. Ability to work accurately with numbers and to pay attention to details.
- b. Ability to extract and compile statistics and statistical tables on trade and other economic topics.
- c. Strong motivation to stay abreast of current literature and enhance professional skills.
- d. Ability and willingness to accept responsibility and exercise independent judgment.

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Position No. 10 Research ADP Specialist OSR GS-08/09

Job Description:

Position provides ADP support for all Branch activities including the following duties:

- a. Prepare, monitor and control data input to Branch ADP programs to assure proper formatting and completeness of coverage of information.
- b. Maintain documentation of all data inputs as well as records of all data stored in work spaces or in OJCS tape library.
- c. Act as Branch contact with OJCS during the development of new programs or in the course of major modifications of existing ones. Arrange for keypunching by OJCS, and submit jobs to Computer Center for execution.
- d. Operate Branch programs on the remote terminal. This primarily involves using programs already developed, but may require making minor modifications to standard programs to adapt them to Branch needs.

In addition, the position provides support to the analysis and presentation of the data developed through these ADP functions. These duties include:

- a. Assemble tabular data and prepare graphics for Branch memoranda, reports, and briefings.
- b. Provide editorial and statistical review of Branch product in all forms.

The ADP specialist works under the general supervision of the Branch Chief but, as noted, supports a wide range of Branch activities.

Qualifications:

Applicant should have an interest in and an aptitude for working with quantitative data and ADP systems. He or she must be willing to complete extensive ADP training to obtain the needed skills. The position requires individuals who can maintain a high level of attention to detail.

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